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CREATING A POSITION

The Board of Education recognizes the need to establish positions which, when filled by competent, qualified support staff, will assist the District in achieving the education goals set by the Board.

All support staff positions are created only with the approval of the Board. The Superintendent has the authority to create temporary support staff positions under emergency conditions to meet the unique needs of individual students with confirming action by the Board. It is the Board's intent to activate a sufficient number of positions to accomplish the District's goals and objectives.

Before any new position is established, the Superintendent will create an initial job description for the position.

The District employs only U.S. citizens and others lawfully authorized to work in the United States. The Superintendent shall verify all new employees' and substitutes' right to work in the United States according to the Federal Immigration Reform and Control Act of 1986.

Immigration Reform and Control Act of 1986
8 U.S.C. 1324a

Adopted: 6/18/01
Rev: 5/14/07

BOARD-STAFF COMMUNICATION

The Board of Education encourages open channels of communication between itself and the staff members. The primary line of communication should be through the Superintendent. Also, the Board members will be open to direct contact with staff members and if an issue or concern arises, the Board member may contact the Superintendent or Board President for follow up. The intent of this policy is to keep communication open throughout the district.

Adopted: 6/18/01
Rev.7/15/02

EMPLOYMENT OF SUPPORT STAFF

The Board of Education recognizes that it is vital to the successful operation of the District that positions created by the Board be filled with qualified and competent support staff. It is the goal of the Board to hire the best candidate possible, even if it means reposting and using substitutes.

The Board shall approve the employment, and also, when not covered by the terms of a negotiated, collective bargaining agreement, shall fix the compensation, and establish the term of employment for each support staff member employed by this District. Such approval shall be given only to those candidates for employment recommended by the Superintendent.

The employment of support staff members prior to approval by the Board is authorized when their employment is required to maintain continuity in District operations. Employment shall be recommended to the Board at the next regular meeting.

Relatives of Board members may be employed by the Board, provided the Board member does not participate in any way in the discussion or vote on any matter related to said employment.

Relatives of staff members may be employed by the Board, provided the staff member being employed is not placed in a position in which the staff member would be evaluated directly by the relative staff member.

Any support staff member's intentional misstatement of fact material to the staff member's qualifications for employment or the determination of salary shall be considered by this Board to constitute grounds for dismissal.

For purpose of this policy, "relative" is defined as spouse, son, daughter, sister, brother, mother, father, grandmother, grandfather, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, niece, nephew, aunt, uncle, guardian, conservator. (Spouse is interpreted to include persons who are not legally married but who live together with attended responsibilities and commitments of spousal relationships.)

When appropriate, candidates for employment as a support staff member shall submit evidence of proper certification, or that application for such certification is in process. There must also be verification that a satisfactory background check has been conducted in compliance with District procedures.

The Superintendent shall prepare procedures for the recruitment and selection of all support staff to be approved by the Board of Education and included in the Administrative Guidelines.

The District shall not discriminate in the provision of services or programs against any person because of that person's age, sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability. Discrimination complaints shall be processed in accordance with established procedures.

In addition, the Superintendent shall have the authority to fill vacancies when time constraints warrant quick employment decisions with confirming action by the Board of Education during the next special or regular Board meeting.

Adopted: 6/18/01
Rev.12/17/01

SUPPORT STAFF - TEMPORARY PART-TIME

Temporary, part-time non-teaching employees are hired for emergency substitute, seasonal tasks, or on an as needed basis. Wages shall be established annually by the Board of Education. New rates will be effective on the first teacher day of the new school year.

Services provided in this classification shall include, but are not limited to: part-time and summer custodial, employees teaching adults, lunchroom/playground supervisors, census workers, co-op students, temporary and substitute clerical, temporary and substitute paraprofessional, temporary and substitute food service, summer school secretary, crossing guards, technical assistants and substitute nonunion building head.

Student Employees with Disabilities: Students assigned to this category must meet all criteria described in State of Wisconsin Department of Industry, Labor, and Human Relations Bulletin LS-37 (6-91). Individuals in this classification must be properly licensed and shall be paid minimum wage or a wage commensurate with their ability using criteria described in DILHR LS-37 (6-91).

After ten (10) consecutive workdays on an assignment, a substitute paraprofessional, technician, secretarial, clerical or food service employee shall receive wage and experience step 0 in the classification of the person they are replacing. When that long-term assignment is completed, the individual will return to the substitute wage rate in their employment category.

All individuals newly hired into a temporary part-time category will start at step 0 of the appropriate temporary part-time wage scale for the service performed. Permanent employees providing substitute services for an employee in the same job area are exempt from this policy and shall be paid their regular rate of pay. Examples include when a secretary substitutes for another secretary, paraprofessional for another paraprofessional, or food service employee for another food service employee.

Experience advancement will occur on the official reporting date for the category. For lunchroom/playground and high school supervisors, noon hour lunchroom cleaners, building cleaners who work the school term only and co-op students, advancement occurs on the first day that teachers report at the start of a new school year; for summer cleaners and building cleaners who work on a year basis, advancement occurs on the reporting day in June; and for the summer school secretary, advancement occurs on the reporting date in March.

Temporary employees or temporary positions may be terminated by administrative order.

Temporary employees, when eligible, are required to join the Wisconsin Retirement System.

When eligible, the Board of Education shall pay the full employee contribution to the Wisconsin Retirement Fund, pursuant to Chapter 40, Sub Chapter II of the Wisconsin Statutes.

When eligible, temporary employees may enroll, at Board expense, for basic life insurance coverage through the Wisconsin Retirement System. Spouse and dependent coverage is also available at employee expense.

Annually the Board shall establish a rate for employees teaching as part of the District's professional growth or community education classes. Individuals receiving this stipend will include teachers and other staff members teaching classes on in service days, employees teaching District-sponsored classes beyond their normally scheduled work assignments, and other temporary employees hired specifically for this purpose.

The District shall not discriminate in the provision of services or programs against any person because of that person's age, sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical mental, emotional, or learning disability. Discrimination complaints shall be processed in accordance with established procedures.

Adopted: 6/18/01

EMPLOYMENT OF SUBSTITUTES

The Board of Education recognizes its responsibility to procure the services of substitute support staff to maintain the operation of the schools.

The names of non-instructional potential substitute personnel and the positions in which they may substitute shall be maintained in the business office. Instructional potential substitute personnel and the positions in which they may substitute shall be maintained in the Superintendent's office. Substitutes shall be placed on the substitute list after a successful background check, and after all hiring procedures have been met.

Cross Reference - 3120.04

Adopted: 6/18/01

BACKGROUND CHECK

To more adequately safeguard students and staff members, the Board of Education requires an inquiry into the background of each applicant the Superintendent recommends for employment on the District's support staff.

The Superintendent shall establish the necessary procedures for obtaining any criminal history on the applicant.

Should it be necessary to employ a person in order to maintain continuity of the program prior to receipt of the report, the Superintendent may employ the person on a provisional basis until the report is received.

All information and records obtained from such inquiries are to be considered confidential and shall not be released or disseminated to those not directly involved in evaluating the applicant's qualifications.

Adopted: 6/18/01

STATEMENT OF NONDISCRIMINATORY PRACTICE

The Board of Education shall comply with all Federal laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. The District shall not discriminate in the provision of services or programs against any person because of that person's age, sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical mental, emotional, or learning disability. Discrimination complaints shall be processed in accordance with established procedures.

The Superintendent shall appoint compliance officers whose responsibility it will be to ensure that Federal and State regulations are complied with and that any complaints are dealt with promptly in accordance with law.

111.36, 118.195, 118.20, Wis. Stats.
42 U.S.C. 2000e, et seq., Civil Rights Act of 1964
42 U.S.C. 12112, Americans with Disabilities Act of 1990
29 U.S.C. 701 et seq., Rehabilitation Act of 1973
20 U.S.C. 1681 et seq., Title IX

Adopted: 6/18/01

DRUG-FREE WORKPLACE

No staff member shall: possess, use, distribute, sell, be under the influence of, or ingest any quantity of intoxicants or other drugs not medically prescribed. The possession, use, distribution, and/or sale of look-a-like drugs and drug paraphernalia is prohibited. These restrictions apply while on District property, in a school-chartered vehicle, or participating in a school sponsored event. Any staff member who violates this policy shall be subject to disciplinary action in accordance with District guidelines and any applicable terms of collective bargaining agreements.

All employees whose on-the-job behavior or performance gives reasonable cause to believe that s/he may be under the influence of alcohol or an illegal drug, shall be required by their supervisor and/or the Superintendent to submit a reasonable medical examination, which may include drug screening. Any employee who refuses to submit to a reasonable medical examination shall be subject to disciplinary action up to and including discharge.

Employees are strongly urged to avoid all activities, which would create an apparent conflict with the intent of this policy, such as consuming any alcoholic beverages prior to normal working periods or during periods in which the employee is supervising students in school sponsored activities beyond the school day. This practice is consistent with, and contributes to, the highest level of employee performance and well-being.

P.L. 101-126

Drug-Free Workplace Act of 1988, 41 U.S.C, 701, et seq.
20 U.S.C. 3224A

Adopted: 6/18/01

Rev. 10/11/04

ASSIGNMENT AND TRANSFER

The Board of Education believes that the careful placement of support staff within the District is vital for the successful functioning of the District.

The Superintendent's responsibility for the assignment and transfer of support staff members is subject to and should be consistent with any applicable terms of a collective bargaining agreement.

Adopted: 6/18/01

TERMINATION AND RESIGNATION

- I. Termination and suspension – Employees may be suspended by the Superintendent or designee and may be terminated by the Superintendent. In such cases, the Superintendent or designee shall abide by due process and such terms set forth in a collective bargaining agreement, if applicable.
- II. Resignation – a support staff member may resign by filing a written resignation with the immediate supervisor at least two (2) weeks prior to the effective date of the resignation or such other time by mutual agreement with the Superintendent.

Adopted: 6/18/01
Revised: 1/28/08

UNREQUESTED LEAVES OF ABSENCE

It is the policy of the Board of Education to protect the students and employees of this District from the effects of contagious diseases and other circumstances, which render support staff members unable to perform assumed duties with or without accommodation.

The Board may place a support staff member on sick leave or suspend a support staff member for physical or mental disability to perform assigned duties in conformance with statute and consistent with any applicable terms of a collective bargaining agreement with or without accommodation.

In the case of a support staff member who, in the opinion of a supervisor, is unfit to work in this District by reason of physical or mental incapacity or disability, the support staff member will be offered the opportunity for a hearing before the Board.

If a support staff member fails to comply with the Superintendent's recommendation or fails to request an appearance before the Board within the time allowed, the Board shall order the support staff member to submit to an appropriate examination by a physician designated by the Board and compensated by the Board.

Where the physician designated by the Board disagrees with a physician designated by the support staff member, the two (2) physicians shall agree in good faith on a third impartial physician who shall examine the staff member and whose medical opinion shall be conclusive and binding on the issue of medical capacity to perform assigned duties with or without accommodation. The expenses of a third examination shall be borne by the Board.

If, as a result of such examination, the support staff member is found to be unfit to perform assigned duties with or without accommodation, the staff member shall be placed on leave with such compensation to which the staff member is entitled until proof of recovery, satisfactory to the Superintendent, is furnished.

Should a support staff member refuse to submit to an examination following the exhaustion of proper appeals, the Board shall consider the certification of charges for reasons of insubordination.

Americans with Disabilities Act of 1990
42 U.S.C. 12101 et seq.
29 C.F.R., Part 1630

Adopted: 6/18/01

SUBSTANCE ABUSE

The Board of Education recognizes alcoholism and drug abuse as treatable illnesses. When such illnesses impair the performance of support staff, the Board recognizes a responsibility to assist in a manner recommended by an appropriate specialist in the treatment of those illnesses.

A support staff member having an illness or other problem relating to the use of alcohol or other drugs will receive the same careful consideration and offer of assistance that is presently extended to support staff having any other illness.

The responsibility to correct unsatisfactory job performance or behavior resulting from a suspected health problem rests with the support staff member. Failure to do so will result in appropriate corrective or disciplinary action as determined by the Board.

Support staff members will not have their job security or promotion opportunities jeopardized by their request for counseling or referral assistance.

Support staff members who suspect they may have an alcohol or other drug abuse problem are encouraged to seek counseling and information on a confidential basis by contacting resources available for such service.

This policy shall be administered in accordance with the Americans with Disabilities Act of 1990 and applicable State laws.

Rehabilitation Act of 1973 29 U.S.C. 794

Adopted: 6/18/01

EMPLOYEE WELLNESS PROGRAM

The Board of Education as an employer is concerned for the health, safety, and general welfare of its employees. It recognizes that to be most productive, employees need to be both physically and mentally healthy and to be as free as possible from emotional problems and stress. To implement this philosophy, the Board supports an Employee Wellness Program and directs the administration to continue the program.

Adopted: 6/18/01

STUDENT SAFETY AND WELL-BEING

Student safety and well-being is always a primary concern to members of the Board of Education and all other employees of the District. However, support staff members may be confronted with situations which, if handled incorrectly, could result in liability to the District.

It is the responsibility of the Superintendent to prepare administrative guidelines to ensure the maintenance of the following standards:

- A. Each support staff member shall maintain a standard of care for supervision, control, and protection of students commensurate with assigned duties and responsibilities.
- B. Each support staff member shall report any accident or safety hazard to the building supervisor in writing.
- C. A support staff member shall not send students on personal errands.
- D. A support staff member shall only transport students in a private vehicle with the approval of the immediate supervisor.
- E. A student shall not be required to perform work or services that may be detrimental to the student's health.

Most information concerning a child in school, other than directory information described in Policy 8330, is confidential under Federal and State laws. Any staff member who shares confidential information with another person not authorized to receive the information may be subject to discipline or civil liability. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, and alleged child abuse.

Adopted: 6/18/01

USE OF TOBACCO BY SUPPORT STAFF

The Board of Education recognizes that the use of tobacco presents a health hazard, which can have serious consequences both for the user and the nonuser and is, therefore, of concern to the Board.

For purposes of this policy, use of tobacco shall mean all uses of tobacco, including a cigar, pipe, cigarette, snuff, or any other matter or substances that contain tobacco.

State statutes prohibit the use of tobacco by support staff members in District buildings, in District vehicles, on school grounds, at any District-related event, or where students are present.

120.12(20), Wis. Stats.
20 U.S.C. 6081 et seq.

Adopted: 6/18/01

POSSESSION OR USE OF WEAPONS

No staff member shall possess, use, or store a weapon or look-alike weapon in or on school property, in school vehicles, or at school-related activities. A dangerous weapon or look-alike weapon is defined in State statutes and may include any object which, by the manner in which it is used or intended to be used, is capable of inflicting bodily harm or could pretend to be capable of inflicting bodily harm or endangering the health and safety of others. Ammunition and explosives are included within the weapons category.

A staff member who violates this policy will be immediately referred to law enforcement officials and are subject to disciplinary action under applicable Board policy and the terms of existing collective bargaining agreements.

Policy exceptions include:

- A. Weapons under the control of law enforcement personnel.
- B. Weapons properly registered and handled during the community use of school facilities.
- C. Theatrical props used in appropriate settings.
- D. Starter pistols used in appropriate sporting events.
- E. Items pre-approved by the building principal as part of a class or individual presentation under adult supervision. (Firearms and ammunition will never be approved as part of a presentation.)

120.13(1), 939.22(10), 948.60, 948.61, Wis. Stats.

Adopted: 6/18/01

EVALUATION OF SUPPORT STAFF

- I. The Board of Education recognizes the importance of implementing a program of support staff member evaluations for the purpose of promoting individual job performance and continuous improvement of services to students.
- II. The goals of the Board's evaluation plan for support staff are as follows:
 - A. improve and reinforce the skills, attitudes, and abilities, which enable a support staff member to be effective in achieving assigned job responsibilities and adding to the mission of the District;
 - B. identify and remediate weaknesses, which prevent a support staff member from achieving assigned duties;
 - C. take the staff members from where they are and move them to a higher level.
- III. Administrative Guideline 4220 outlines the process for support staff member evaluations.
- IV. All support staff members shall serve a twelve (12) month probationary period commencing on the employee's starting date. Service beyond the twelve (12) month probationary period shall be deemed as satisfactory completion of the probationary period. During the probationary period, employees shall be subject to dismissal by the Superintendent, with a recommendation from the employee's supervisory administrator. The Board will be informed of all terminations.

Cross reference:
Administrative Guideline 4220 – Support Staff Evaluation

Adopted: 6/18/01
Revised: 2/8/10

NONWORK RELATED ACTIVITIES

To ensure that employees may avoid situations in which their personal interests, activities, and associations may conflict with the interests of the District, the following guidelines are recommended:

- A. Employees should not give work time to an outside interest, activity, or association without the prior written approval of the supervisor.
- B. Employees shall not use school property or school time to solicit or accept customers for private enterprises.
- C. Employees shall not engage in business transactions on behalf of private enterprises in which financial benefit is to be obtained.
- D. Employees shall not actively campaign on school property.

Adopted: 6/18/01

SEXUAL AND OTHER FORMS OF HARASSMENT

The Board of Education recognizes that a professional staff member's right to freedom from employment discrimination includes the opportunity to work in an environment untainted by sexual or other forms of harassment. Speech and conduct, which is sexually offensive, are wholly inappropriate to the harmonious employment relationships necessary to the operation of the District and intolerable in a workplace to which the students of this District are exposed. Sexual and other forms of harassment will not be tolerated.

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature whenever submission to such conduct is made a condition of employment or a basis for an employment decision. Other prohibited harassment includes conduct, which has the purpose or effect of unreasonably interfering with work performance or creating an intimidating, hostile, discriminatory or offensive working environment on the basis of gender, religion, race, color, national origin or ancestry, age, disability, marital status, and/or any other legally protected characteristic. Other forms of harassment include verbal and non-verbal expressions related to race, gender, age, religion, disability, pregnancy, or sexual orientation.

The harassment of a staff member or student of this District, or third party (visiting speaker, athletic team member, volunteer, parent, etc.) is strictly forbidden. Any support staff member or agent of the Board who is found to have harassed a support staff member, student, or third party will be subject to discipline.

The District Administrator shall make appropriate efforts to ensure that all support staff members and agents of this Board understand this policy and recognize and correct speech and behavior patterns that may be sexually offensive with or without the intent to offend. The policy shall be posted in appropriate places throughout the District.

111.36, Wis. Stats. 42 U.S.C. 2000d
29 U.S.C. 621 et seq. 29 U.S.C. 794
42 U.S.C. 12101 et seq. 20 U.S.C. 1681 et seq.
Civil Rights Act, 42 U.S.C. 1983

Adopted: 6/18/01

THREATENING BEHAVIOR TOWARD STAFF MEMBERS

The Board of Education believes that a staff member should be able to work in an environment free of threatening speech or actions.

Threatening behavior consisting of any words or deeds that intimidate a staff member or cause anxiety concerning the staff member's physical and/or psychological well-being is strictly forbidden. Any student, staff member, or agent of this Board who is found to have threatened a member of the staff will be subject to discipline and/or reported to the appropriate law enforcement authorities.

Chapter 947

Adopted: 6/18/01

FAMILY / MEDICAL LEAVES OF ABSENCE

In accord with Federal law, the Board of Education shall provide up to twelve (12) workweeks of unpaid leave to all support staff members working 1250 hours or more during any contract year for one (1) of the following reasons:

- A. the birth or care of a child
- B. the adoption or foster care of a child
- C. the care of a spouse, son, daughter, or parent if such individual has a serious health condition
- D. a serious health condition, which disables the staff member from performing the functions of the staff member's position. Such a condition may be an illness, injury, impairment, or physical or mental condition that involves in-patient care in a hospital, hospice, or residential medical facility or requires continuing treatment by a health-care provider (M.D. or D.O.)

If the Superintendent and the staff member agree, such leave may be taken intermittently or on a reduced-leave schedule in the event of the birth, adoption, or foster care of a child. A staff member has the right, however, to take intermittent or reduced-leave schedule (half days) when medically necessary to care for a spouse, child, or parent who has a serious health condition, or if the staff member has a serious health condition. In both cases, the taking of such leave results in the total reduction of the twelve (12) weeks only by the amount of leave actually taken.

The Superintendent may require the staff member to transfer temporarily to an alternative position at the same compensation when the intermittent or reduced-schedule leave is foreseeable and the transfer better accommodates recurring periods of leave, if the leave periods exceed twenty percent (20%) of the total number of workdays encompassing the period of anticipated leave.

Whenever the leave is necessitated by the serious health condition of the staff member or the staff member's family member, and is foreseeable based on planned medical treatment, the staff member shall provide the Superintendent with thirty (30) days notice. If there is insufficient time to provide such notice because of the need for treatment, the staff member shall provide such notice as early as practicable. The staff member shall make reasonable efforts to schedule treatments so as not to unduly disrupt the regular operation of the District.

The Board shall require that all accrued sick leave or personal leave, if requested, be used to substitute for the family leave described in this policy. In cases in which the District has employed both the husband and the wife, the total amount of family leave is twelve (12) weeks for the couple, except when the leave is due to the serious health condition of either the husband or the wife.

In the case of a health condition of a family member, the Superintendent is directed to obtain medical certification from the physician of the staff member or the staff member's family member, including:

- A. the date the serious health condition began;
- B. the probable duration;
- C. appropriate medical facts regarding the condition;
- D. a statement that the staff member is needed to care for the family member;
- E. an estimate of the amount of time needed for such care.

In the event of the staff member's own health condition, a statement from the staff member's physician will be required, which states that the staff member is unable to perform the functions of the staff member's position. Any leave or return from leave during the last five (5) weeks of an academic term shall be reviewed individually by the Superintendent to ensure minimal disruption to the students' program.

The Board reserves the right to obtain, at its expense, the opinion of a second health provider and, in the event of conflict, the opinion of a third health provider whose decision shall be binding and final.

At the end of any leave described in this policy the Board shall restore staff members to their former position or to one that is equivalent in responsibility and compensation. During a family leave, the Board shall maintain the staff member's current coverage under the District's health insurance program.

The Board may not restore the position of any staff member whose salary is among the highest ten percent (10%) of those paid by the Board when it deems that such staff member's absence from the District will create a substantial disruption to District operations.

The Superintendent shall prepare any guidelines, which are appropriate for this policy and ensure that the policy is posted properly.

The Superintendent shall provide a copy of the policy upon the request of a staff member.

Family and Medical Leave Act of 1993
P.L. 103-3 Section 107 Stat. 6 (1993)

Adopted: 6/18/01

JOB-RELATED EXPENSES

The Board of Education may provide for the payment of the actual and necessary expenses, including traveling expenses, of any professional staff member of the District incurred in the course of performing services for the District, whether within or outside the District, under the direction of the Board and in accordance with administrative guidelines.

School District personnel and officials who incur expenses while performing authorized duties shall be reimbursed either partially or fully in accordance with the following guidelines:

A. Mileage Rate:

When approved by the administrative supervisor, the mileage accrued on personal vehicles when performed for official school business shall be reimbursed. The amount paid will be the allowable mileage rate as defined by IRS for business driving expenses. The new rate will be determined annually in January and will be effective January 1st.

B. In-District Meal Reimbursement:

It is recognized that some activities require that personnel be kept intact as a group during mealtime. Reimbursement for meals requires advance approval of the supervising administrator.

C. Out-of-District Travel:

All personnel must obtain written approval from their immediate supervisor and the Superintendent or the Director of Instruction, in that order, prior to any extensive planning for out-of-district travel. Approved travel reimbursement is subject to the following:

1. Mileage and/or Transportation

Transportation reimbursement shall be at least cost for the District. Reimbursement shall be based on the least expensive means; i.e. coach airline fare. In addition, mileage from the school to the airport and transportation expenses from the airport to the convention center are a normal part of transportation expenses.

2. For seminars, meetings, and conventions attended for professional advantage of the employee and the District.
 - a. Expenses at cost, but not to exceed a per diem maximum of \$200.00/day. Due to unusual circumstances, the Superintendent may waive these limits. Motel/hotel expenses, meals, and convention connected transportation are per diem controlled items. When per diem rate applies for meals only, they shall be: breakfast - \$8.00; lunch - \$12.00; dinner - \$22.00, or a \$42.00 per day maximum.
 - b. The registration fee for a convention is a reimbursable expense and not part of the per diem limitation. Complete costs of luncheons and/or banquets associated with the convention registration shall be paid in full.
3. For seminars or other meetings where attendance is directed by statute, directive from the DPI or the Board, or specifically requested and/or approved by the Superintendent and/or Board action, expense reimbursement shall be in full.
4. Parking costs and phone calls associated with official school business shall be paid in full with appropriate receipts.

D. Reimbursement requirements:

1. The Board will not reimburse employees or officials for liquor or entertainment expenses.
2. All expense reimbursement claims shall be accompanied with receipt justification for expenses. Lack of such receipts is cause for nonpayment, unless authorized by the Superintendent. The accuracy of reimbursement information is the responsibility of the employee and the immediate supervisor.

E. Honorariums:

Honorariums paid to employees during contracted time shall be submitted to the District.

F. Other Compensation:

1. The District will not grant expense reimbursement to an employee if the same costs are also reimbursed by a source outside of the District.
2. Any employee called for jury duty or subpoenaed to serve as a witness in an action arising as a result of employment with the Board shall be paid regular wages. However, the employee shall turn over to the District, any money excluding mileage allowance received as a result of such jury duty or witness service. Employees must return to work as soon as possible, if dismissed from jury duty before the end of the employee's workday.

G. Traveling With Others

Travel expenses are reimbursable for designated employees only. With respect to lodging, the amount reimbursable shall be equal to the rate for a single room.

Adopted: 6/18/01

UNAUTHORIZED WORK STOPPAGE

The Board of Education is obligated and committed to provide certain basic services to students residing in the School District under its jurisdiction and as contracted. Therefore, if the schools are open and students are in attendance, those basic services will be provided.

Recognizing the fact that a District, for various reasons, could experience an unauthorized work stoppage, the Board remains committed to providing educational and related services to the schools and will fulfill its obligations to operate the schools when possible.

Support staff members who fail to perform their usual and customary duties when so required as part of a concerted unauthorized work stoppage will be subject to loss of pay and fringe benefits, including paid insurance coverage, as well as disciplinary measures in accordance with the laws of the State.

110.70(4)(1), Wis. Stats.

Adopted: 6/18/01

ELECTRONIC COMMUNICATIONS SECURITY AND USAGE

Purpose

The purpose of this policy is to ensure the appropriate protection of Port Washington-Saukville School District electronic communications systems, including local area computer networking systems, connections to the Internet, electronic mail (e-mail), voice mail, fax, or other similar electronic communications. Authorized users are reminded that the use of District resources, including electronic communications, should never create either the appearance or the reality of inappropriate use.

Scope

This policy applies to all employees, School Board members, contractors, consultants, temporaries, and other workers at the District, including those workers affiliated with third parties who access District electronic communications systems. This policy also applies to all electronic communications systems owned by and/or administered by the District.

District Property

The following is considered property of the District and not the property of users: electronic communications systems and all content generated with, handled by, or stored within electronic communications systems and equipment. As District records, electronic communications records are subject to disclosure to law enforcement or government officials or to other third parties through subpoena or other legal process.

Default Privileges

Privileges for use of District electronic communications systems are granted in accordance with those capabilities necessary to perform a job. Persons needing greater electronic resources shall submit requests to an administrator or supervisor and to the District Technology Services department.

User Password Accountability

Regardless of the circumstances, individual passwords will never be shared or revealed to anyone else besides the authorized user and authorized Technology Services staff. The authorized user bears full responsibility for all actions performed under that user's identification and password. To prevent unauthorized parties from obtaining access to District electronic communications, users shall choose passwords, which are difficult to guess, and consist of alphanumeric codes.

Confidentiality of District Information

Confidential District information, including but not limited to employment records, pupil records, user passwords and identification, credit card data, and telephone access codes, shall not be stored in or on any publicly accessible medium. District staff access to digitally stored confidential information shall be granted only on a "need to know" basis.

Regardless of the ability of the public to obtain such information through legal processes, users of District electronic communications systems shall not store or place any District information or files in a publicly accessible location without express authorization from District administration or the School Board.

Authorized Usage

District electronic communications systems must be used primarily for school-related or District authorized activities. Personal use is permitted only to the extent that it: (a) does not consume more than minimal resources (e.g. bandwidth or system storage space); (b) does not interfere with employee productivity; and (c) does not preempt any District-related activities. The use of District systems for private business activities, solicitation, or amusement/entertainment purposes of any type is strictly prohibited.

District systems and facilities shall never be used to transmit any content that is illegal, unlawful, harmful, threatening, abusive, harassing, tortuous, defamatory, vulgar, obscene, indecent, profane, libelous, invasive of another's privacy, hateful, or racially, ethnically, or otherwise objectionable. Authorized users shall not intercept or disclose the contents of electronic communications outside of authorized inspections. Reviewing or retrieving electronically stored information in which the user has no proper business is absolutely prohibited. With the exception of emergencies and regular system maintenance notices, authorized users are not to use electronic communications facilities to send messages to "all" or "everyone" (e.g. e-mail, voice mail, and fax) unless the permission of the appropriate administrator/manager has been obtained.

Public Representations

Directly and indirectly, users of District electronic communications systems identify themselves as affiliates or employees of the District. To maintain the positive public image and perception of the District, users of electronic communications systems shall include appropriate disclaimers with all communications transmitted beyond the District's telephone or local area computer network. The disclaimer shall state that the views and opinions expressed are those of the user alone, and not necessarily those of the District.

Any public representation on behalf of the District must receive approval from the appropriate District administrator or supervisor, or from the School Board in the most serious matters. In all public representations, users shall adhere to and abide by the contents of this policy and all other appropriate District policies.

Copyright, Content, and Software

The provisions of federal copyright law are complex, while the potential for liability for violations is substantial. For this reason, only authorized members of the District's Technology Services staff may copy, download, digitize, scan, record, or install content such as software programs, text, graphics, photographs, and audio on District systems. Under no circumstances shall District authorized users operate or install personal software or content on District computers.

Technology Services shall install and/or permit use of software only when such installation or use conforms to the District's software license agreements. Technology Services staff shall be familiar with the District's software licenses and maintain an inventory of all software installed on District computers. Technology Services staff shall also be responsible for securing proper authorization for all downloading, copying, digitizing, scanning, or recording performed for the District, and for maintaining appropriate records.

Respecting User's Rights

The District shall not monitor or review electronic messages, voice mail, computer files, or Internet usage logs as a routine matter. The District reserves the right to access the contents of incoming and outgoing e-mail messages, voice mail messages, files stored on District systems and computers, and individual user Internet usage logs when it has a legitimate need to do so. Reasons to inspect electronic system content and usage may include (but not limited to) system problem resolution, indications of improper or abusive usage of District resources, a compelling need to obtain information readily available through other means, or in compliance with legal process. Inspections shall occur only with prior approval of the Superintendent of Schools or a person specifically authorized by the Board of Education.

From time to time, consistent with its maintenance program, the Technology Services Department may review the usage of District electronic communications systems to assess their availability, reliability, capacity, and overall performance. This information shall be gathered, stored, and used in aggregate form, excluding all personally identifiable information.

Electronic Records Retention

The District Records Policy is fully applicable to electronic records such as e-mail, voice mail, and content created by District staff using electronic communications systems. Personal content should be periodically purged by users from electronic systems. As a general rule, all personal electronic content remaining in District systems will be deleted at the end of each school year. The District Records Policy governs the storage and disposal of District-related materials found on electronic communications systems.

Violations

Abuse of District electronic communication systems and facilities, through excessive personal use or violation of the law or District policies, will result in disciplinary action, up to and including termination of employment. Additionally, by their use of District electronic communications systems, District employees, and all other users accept personal responsibility for all actions performed under their identification codes and passwords, including any applicable fines or penalties for violations of the law.

Adopted: 6/18/01

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